

City of Las Vegas

Statement of Qualifications (SOQ)

Policies & Procedures

October 2013

The following outlines the policies and procedure to be used on evaluating and ranking consultants for the Statement of Qualifications (SOQ) process for professional services.

Purpose

The purpose of the Statement of Qualifications (SOQ) Process is to allow the Department of Public Works to solicit and retain professional services according to specific project requirements. It is intended that the process be

- open, objective and equitable;
- reliable in selecting the best candidate under the circumstances;
- flexible; and
- uncomplicated.

Service Categories

The Department of Public Works may, as required, seek expertise and/or assistance from consultants in one or more of the following service categories or others as deemed necessary:

Engineering Services

Roadway Engineering
Traffic Design Engineering
Flood Control Engineering
Sanitary Sewer Engineering
Wastewater Treatment Plant Design
Geotechnical Engineering
Construction Management – Engineering
Material Testing and Inspection
Subsurface Utility Engineering (SUE)

Architectural Services

Parks/Landscape Design
Buildings
Construction Management – Architectural

Firms interested in providing services in these categories must be the prime consultant for the services provided and are normally required to perform at least 50 percent of the work at their local office.

Service categories not listed may be solicited through a separate “Request for Qualifications” (RFQ) process. Such categories include but are not limited to: Land Surveying, Environmental Field Services, Structural Engineering, Bid-ability and Constructability Review (Engineering and Architectural), Special Improvement District (SID), Building Commissioning, Mechanical/Electrical/Structural-Buildings, Partnering Facilitators and NEPA.

Firms must choose to be on either the large contract list (\$400,000 and above) or small contract list (less than \$400,000) for the following service categories: **Roadway Engineering, Flood Control Engineering, Sanitary Sewer Engineering and Construction Management (Engineering)**. Likewise, firms must choose to be on either the large contract list (\$75,000 and above) or small contract list (less than \$75,000) for **Traffic Design Engineering**.

Statements of Qualifications & Evaluation

The following outlines the steps that the Department of Public Works will take to qualify, evaluate and rate consultants based on a Statement of Qualification (SOQ) package submitted by the consultant.

1. **SOQ Cycle:** Once every two years, the Department of Public Works will rank and certify the Statement of Qualifications (SOQ) from prospective firms for the new two-year cycle.

SOQ ranking will be posted on the City's Public Works website at <http://www.lasvegasnevada.gov/Government/publicworks.htm> under "Related Links".

2. **Evaluation Teams:** For each service category, a group of three to four evaluators will evaluate and rank all SOQs for that service category. The evaluators may consist of City staff as well as personnel from other governmental entities who have experience and expertise in the specific service category.

Each evaluator will independently, without discussion and without minutes, rate each firm by service category. These individual ratings will be combined to form the firm's rating sub-total based on 95-points.

3. **Rating Forms:**

The Rating Forms used by the evaluators has them check for the inclusion of Form F "Minimum Requirements", which requires the firms agree to the following:

- indicates that it will use the applicable City of Las Vegas' Professional Services Agreement without amendment;
- will provide the City with cost and pricing information in sufficient detail if the firm is selected for a possible contract award;
- states its compliance to NRS Chapters 623, 623A, 624 or 625 where properly licensed firms are required for provided services within the State of Nevada;
- agrees to have a project manager agreeable and available during the contract term with the City as well as a local representative that is authorized to enter into a legal contract with the City of Las Vegas;
- is capable of providing the services defined in the Service Categories including, if required, signing and sealing construction documents for permitting; and
- has a bona fide office of business in Clark County with a minimum of three employees.

The Rating Form also rates the firms for:

- The ability to demonstrate that it is a bona fide, fully-established business enterprise in Clark County, Nevada that will likely continue to successfully operate for the foreseeable future under its current management.
- Professional, technical and key staff members' educational, professional credentials and overall work experience (especially work completed in Clark

County, Nevada) are consistent with team member duties and level of responsibility.

- The firm's equipment resources available for the service.
- The firm's project experience within the last ten years as it relates to the service category.
- The firm's project management philosophy and project approach including identification of budgeting, scheduling, and quality control processes as practiced by the firm as well as the firm's ability to respond under limited notice as needed in local emergency situations.
- The firm's Past Performance based on performance evaluations (see next section) completed by Public Works' staff during professional service agreements in the five preceding years with the city.
 - Past Performance Adjustment (up to 5-points) will be added or subtracted to the subtotal based on previous performances.
 - The final SOQ score (based on 100-points) will form the basis for rating the firm's qualifications for upcoming contracts.

Performance Evaluations During Agreement Period

Firms who have professional service agreements and tasks that are part of a blanket contract over \$25,000 with the City of Las Vegas will be evaluated based on that work performed for the City. This process is intended to:

- inform consultants of their performance as a firm, project manager and services.
- allow the firm the opportunity to make adjustments/corrections.
- provide greater insight when the consultant is being considered for another project selection.

Performance evaluations are completed during the course of a project or assignment. The performance evaluations for lead designers occur at 70% design, 100% design and 100% project completion. Evaluations for all other types of professional services occur at 50% and 100% completion of the assignment or task. Only the latest evaluation for each project is included in the SOQ ranking. The performance evaluations assess, as applicable:

- Design quality and program needs
- Accuracy, completeness, competency, progress submittals and coordination of the documents
- Project budget and consultant fee, including any requested fee revisions
- Project schedule
- Consultant design team

Performance evaluations are mailed to the office manager or principle of each firm once they are completed by the Department of Public Works. Consultants can then request a meeting to discuss and review the results of the evaluations.

Performance evaluations are kept for five years and are used 1) biennially, to adjust the total SOQ score/ranking by category, and 2) as information to consider in making project assignment selections.

Ranking

Based on the ratings, firms will be ranked (from highest rating to lowest rating) within each service category. Firms receiving less than 70-points in Grand Total scoring will not be considered for selection and will be notified in writing.

**City of Las Vegas
Statement of Qualifications Rating Form**

Service Category:	Date:
Firm's Name:	Consultant No.:
Evaluator:	

Pre-evaluation Checklist

Please place a **"Y"** (Yes) or **"N"** (No) next to each item below indicating whether the SOQ submittal contains the indicated forms. **Both forms are needed before a full review is conducted.**

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Form F - "Minimum Requirements"

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Form G - "Certificate of Disclosure of Ownership/Principals"

Evaluation Scoring (Please rate independently - do not discuss with fellow evaluators)

1. Establishment of a Business Enterprise operating in Clark County, Nevada with a minimum of three employees (CLV Forms A, B, C, H and Resumes)

The firm is a bonafide business in Clark County with a minimum of three employees. Length of time the firm has been in business and demonstrates its staffing levels are consistent with a successful operation.

Rater's
notes

(10 points)

2. Experience and Qualifications of Professional, Technical and Other Key Staff Members (CLV Forms A, B, C, H and Resumes)

Educational, professional credentials and overall work experience of the firm's professional, technical and key staff who work at a minimum of 20 hrs/week consistent with team member duties and level of responsibility.

Rater's
notes

Total (30 points maximum)

3. Firm's Equipment Resources (CLV Form D - including CLV Form E for Geotech)

The firm has available the type of office and field equipment necessary to successfully perform the services to be provided.

Rater's
notes

Total (10 points maximum)

**City of Las Vegas
Statement of Qualifications Rating Form**

**4. Firm's project experience within last ten years as it relates to the service category
(CLV Form H and attached Project Highlights)**

The firm demonstrates successful experience with at least five recent projects located in Clark County, Nevada - directly related to the typical size and scope of the service category. Ideally, the scope would require knowledge of all applicable local codes, policies, and procedures to successfully complete the project. Score fewer points for fewer local projects, projects completed outside of Clark County, project experience with peripherally related scope or for projects where knowledge of local codes, policies and procedures was not essential. May include experience of professional and key staff personnel in similar positions while working with other firms.

Rater's
notes

Total (30 points maximum)

5. Project Management Philosophy/ Project Approach (CLV Form I)

Philosophy and approach relating to quality control, budgeting, scheduling, monitoring, coordinating and computer software/skills to assist in those functions. Does the firm have the ability to respond under limited notice to design meetings and field visits with quick turnaround as needed in local emergency situations? Does the firm express accountability for the successful development and completion of the project? Does the firm have internal quality control procedures and hands-on project management? Has the SOQ document, itself, been carefully prepared, reviewed and presented in a professional manner?

Rater's
notes

Total (15 points maximum)

Subtotal from above (95 points maximum)

THIS ENDS YOUR RATING OF THIS FIRM.

Past performance evaluations adjustment (±5 points)

(0 points for no past performances)

TO BE APPLIED BY SOQ STAFF

Grand Total SOQ Score

(Subtotal + Past Performance adjustment = 100 points maximum)